

**United States District Court
District of Puerto Rico
Clerk's Office**

Frances Morán, Esq.
Clerk of Court



150 Carlos Chardón Street
Federal Building, Room 150
San Juan, P.R. 00918
Telephone (787)772-3006

Vacancy Announcement 17-09

AN EMPLOYMENT OPPORTUNITY OPEN TO FEDERAL JUDICIARY EMPLOYEES ONLY

Position Title: Network Specialist
Position Type: Full-time / Permanent
Grade: Classification Level CL-27 with promotion potential to CL 28 without further competition
Salary: \$48,170.00 + 3.66% Cost of Living Allowance
Open Date: Monday, June 19, 2017
Closing Date: Sunday, June 24, 2017

Position Overview

The United States District Court for the District of Puerto Rico is currently accepting applications for the position of Network Specialist. The Network Specialist coordinates and oversees the Court's information technology networks.

The incumbent reports directly to the Information Technology and Network Security Officer.

REPRESENTATIVE DUTIES

- ❖ Plan, design, deploy, maintain and support the court's local area networks (LANs), wide area networks (WANs) and virtual LANs (VLANs), including routers, firewalls, switches, hubs, wiring and other hardware as assigned.
- ❖ Manage Microsoft Active Directory on a Windows Server 2008 and 2012 platform. Administer and maintain network end-user accounts, permissions, access rights, and active directory policies.
- ❖ Assists the IT and Network Security Officer in resolving network hardware and software problems in a timely and accurate fashion, and provide end-user assistance. Monitor the network to ensure security of data and access privileges. Conduct research on network products, services, protocols, and standards.
- ❖ Plan and implement network hardware upgrades, maintenance fixes, and vendor-supplied patches.
- ❖ Assists with network improvements, upgrades, and repairs.

- ❖ Provide guidance and technical support to peers and serve as an escalation point for network related issues.
- ❖ Develop, maintain and ensure the accuracy and completeness of network related technical documentation as needed. Help drive a consistent set of standards for equipment, configuration and operational procedures.
- ❖ Assists with VMware software on virtual servers and hosts providing support for all traditional and virtualized desktop services.
- ❖ Responsible for the management and maintenance of server and desktop images, in order to be up-to-date with all patches and software packages.
- ❖ Responsible for the maintenance, and enhancement of data backup and recovery procedures and practices.
- ❖ Perform other related duties as required.

QUALIFICATIONS

A minimum of at least 5 years of professional IT experience and a strong understanding of network technologies, is highly preferred. Thorough knowledge and expertise configuring, managing and administering Microsoft Windows Server (2008 and 2012) and Microsoft Active Directory. A associate degree in computer science or related field is strongly preferred.

APPLICATION PROCESS

Qualified persons interested in being considered for this position must submit an application package to include the following:

- 1) **Application for Judicial Branch Federal Employment**- Form AO78, available in the Clerk's Office or on our website www.prd.uscourts.gov
- 2) **Cover Letter** stating the reasons for your interest in the position and
- 3) **Resume** detailing all relevant experience, education and skills.

You must submit **ALL** required documents to be considered for this opportunity; incomplete packages will not be considered.

The vacancy announcement number must be clearly indicated on the front page of your Cover Letter. Applications may be hand-delivered or mailed to:

United States District Court-PR
Attn: Agnes Ferrer-Auffant, Esq.
Human Resources Manager
150 Carlos Chardon Street
Federal Building Room 150
San Juan. PR 00919-1787

or e-mailed to: vacancies@prd.uscourts.gov

All applications must be submitted by Sunday, June 24, 2017. E-mailed documents must be submitted as a single PDF document. The Court reserves the right to modify or withdraw this announcement without prior notice.

Applications submitted for this position may be considered for similar positions that may occur within 90 days from the date the position is filled.

CONDITIONS OF EMPLOYMENT

- ✓ Applicants must be citizens of the United States of America or be eligible to work in the United States.
- ✓ Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request.
- ✓ Employment will be considered provisional pending the successful completion of a FBI Fingerprint Background Check.
- ✓ Employees of the United States District Court are Excepted Service Appointments. Excepted service appointments are at will and can be terminated at any time by the Court.
- ✓ This position is subject to mandatory EFT participation for payment of net pay.
- ✓ Reimbursement of relocation expenses is not permitted under Judicial Conference Policy in effect at this time.

The United States District Court is an Equal Opportunity Employer